

Request for Proposals 11-24 Statewide Communications Program

Pre-Proposal Conference
October 7, 2010

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Indiana Department of Administration

Agenda

- General Information
- Purpose of RFP
- Scope of RFP
- Key Dates
- Proposal Evaluation
- Minority and Women's Business Enterprises
- Question and Answer Session



General Information

- Sign-In Sheet for Attendees
- Sign-In Sheet and PowerPoint will be posted on State's Solicitation Website
- Hold questions until the end of the presentation
- **All questions must be submitted in writing by Thursday, October 14, 2010**



Purpose of the RFP

The State intends to contract with a vendor that will provide strategic, integrated communications and statewide educational outreach programs for the Governor's Council for People with Disabilities.



Scope of RFP

At the direction of Council staff, vendor will be responsible for:

- researching, writing, editing, and printing various Council publications, including a bi-monthly newsletter distributed to 5,500
- developing design components and artwork for various Council projects, such as the annual Conference for People with Disabilities and the statewide Disability Awareness Month campaign



Scope of RFP

At the direction of Council staff, vendor will be responsible for:

- implementing and evaluating an annual statewide Disability Awareness campaign.
- assist the Council by providing media relations, public relations, advocacy, marketing and partnership building expertise.



Scope of RFP

- State does not guarantee future spending at these levels.
- Contract Term:
 - one (1) year from the date of contract execution
 - possibility of three (3) one-year renewals
 - totaling four (4) years.



Technical Proposal

- **Vendors must use the technical proposal template (Attachment G), to complete answers in response to section 2.4 of the RFP.**
- **If using separate documents in addition to Attachment G, the same outline of numbers presented in this RFP must be used in the vendor's response, and referenced in Attachment E, Summary of Attachments.**
- **The State is looking for creative and cost efficient solutions that yield the best results. Respondents are encouraged to submit alternative solutions for consideration.**



Cost Proposal

- The budget for this proposal is \$250,000 annually
- Provide your cost proposal to the State by including your total overall cost per section of Communications plan, as well as a breakdown of all costs, as instructed in Attachment D.



Key Dates

Activity	Date
Issue of RFP	Friday, October 1, 2010
Pre-Proposal Conference	Thursday, October 7, 2010
Deadline to Submit Written Questions	Thursday, October 14 th , 2010
Response to Written Questions	Thursday, October 21, 2010
Submission of Proposals	Friday, November 19, 2010
<i>The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.</i>	
Proposal Evaluation	TBD
Proposal Discussions/Clarifications (if necessary)	TBD
Oral Presentations (if necessary)	TBD
Best and Final Offers (if necessary)	TBD
Contract Award	December 17, 2010



Proposal Evaluation

Summary of Evaluation Criteria:

1. Adherence to Mandatory Requirements
 - Pass/Fail
2. Management Assessment/Quality (Business & Technical)
 - 35 points
3. Cost (Cost Proposal)
 - 20 points
4. Indiana Economic Impact
 - 15 points
5. Buy Indiana
 - 10 points
6. Minority (10) and Women Business (10)
 - Subcontractor Commitment 20 points

*** 100 Total Points**



Minority and Women's Business Enterprises

- Goals for Proposal
 - 8% Minority Business Enterprise
 - 8% Women's Business Enterprise



Minority and Women's Business Enterprises

- **Attachment A**
 - Commitment of total participation provided by Minority and Women's Business Enterprises



STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

Quote/Bid
DUE DATE:
TOTAL Quote/ BID AMOUNT:

<input type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm			
Company Name:	Contact Person:		
Address:	E-mail:		
Sub-Contract Amount:	<table style="width: 100%;"> <tr> <td style="width: 50%;">Telephone Number: ()</td> <td style="width: 50%;">Fax Number: ()</td> </tr> </table>	Telephone Number: ()	Fax Number: ()
Telephone Number: ()	Fax Number: ()		
Sub-Contract Percentage of Total Bid:	Describe service/product to be provided:		
Provide approximate dates when Sub-Contractor will perform on this project:			

<input type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm			
Company Name:	Contact Person:		
Address:	E-mail:		
Sub-Contract Amount:	<table style="width: 100%;"> <tr> <td style="width: 50%;">Telephone Number: ()</td> <td style="width: 50%;">Fax Number: ()</td> </tr> </table>	Telephone Number: ()	Fax Number: ()
Telephone Number: ()	Fax Number: ()		
Sub-Contract Percentage of Total Bid:	Describe service/product to be provided:		
Provide approximate dates when Sub-Contractor will perform on this project:			

Respondent Firm Address City/State/Zip Code Representative Date	Telephone Number Fax Number Email Address Authorizing Signature Printed Name and Title
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☐ Please check if additional forms are attached.
 Page _____ of _____

IF PARTICIPATION EXISTS THIS FORM MUST BE COMPLETED IN ITS ENTIRETY WITH COMPLETED LETTERS OF COMMITMENT



Additional Information

IDOA PROCUREMENT LINKS AND NUMBERS

<http://www.in.gov/idoa/2354.htm>

1-877-77BUYIN (8946) For Vendor Registration Questions

<http://www.in.gov/idoa/2464.htm>

For Inquiries Regarding Substantial Indiana Economic Impact

- A. <http://www.in.gov/idoa/2467.htm>

Link to the developing “one stop shop” for vendor registry with IDOA and Secretary of State.

- B. Secretary of State of Indiana:

Can be reached at (317) 232-6576 for registration assistance. www.in.gov/sos

- C. See Vendor Handbook:

Online version available at http://www.in.gov/idoa/files/vendor_handbook.doc

- D. Minority and Women Owned Business Enterprises:

[http://www.in.gov/idoa/files/Certification_List\(48\).xls](http://www.in.gov/idoa/files/Certification_List(48).xls) for table of IDOA certified MBEs and WBEs. For more information on MBEs and WBEs, visit

<http://www.in.gov/idoa/2352.htm>

- E. RFP posting and updates:

Go to <http://www.in.gov/idoa/2354.htm> (select “State of Indiana Opportunities” link)

Drag through table until you find desired RFP/RFI number on left-hand side and click the link.



Questions and Answers



Thank You

Indiana Department of Administration

